📝 NOTES FROM THE DIRECTORS

OSA OFFICE HOURS WEBINAR
Thanks for joining the OSA Office Hours webinar held on Thursday, January 26th from 9:30 - 10:30. Please visit the DAC Resources & Trainings webpage for the PPT slides (available now) and the archived webinar (available in the next week).

FORMATIVE RESOURCES
A number of resources - including a new video on how to identify effective formative assessment practices and highlighting the characteristics of an effective formative assessment process - has recently been added to a new Formative Assessment resource page. This video is also available in WISELearn Resources, the statewide repository of classroom resources, for any educator to access. Other formative resources include 10 key questions and answers about formative assessment; videos of formative practices in action; articles written by the leading researchers and formative assessment experts; and online learning modules that educators can use for their own professional learning or within their PLC.

Please make use of these resources and share widely to help Wisconsin educators, teams, schools, and districts implement high quality Strategic Assessment Systems. Thank you!

~Viji
Viji Somasundaram, Director - Office of Student Assessment
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WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- *NEW* **- New Resources Available on the Forward Exam Resources Webpage**
    - Sample test times and test schedules
    - 2017 Multiple Student Upload File Layout
    - District and Assessment Coordinator Guide

- *REMINDER* **- Forward Exam Text Dependent Analysis (TDA) Sampler**
    - The English language arts (ELA) section of the Forward Exam presents students with a Text-dependent Analysis (TDA) question. A TDA is a text-based analysis, based on a single passage or a multiple passage set that each student reads during the assessment. In order to successfully answer a TDA, students must analyze and use information from the passage(s) in order to plan a comprehensive, holistic response. Students will then write their response including supporting evidence from the passage(s). DPI has released a TDA sampler that includes samples of TDA test questions, stimulus passages, and student responses.

The TDA sampler is now available on [Forward Exam sample items webpage](#).

- *REMINDER - 2018, 2019, 2020 Test Windows*
  - DPI, in collaboration with DRC, has determined the following test windows for upcoming years to make it easier for district scheduling. There dates are now available on our [calendar webpage.](#)
    - 2018: March 19 – May 4
    - 2019: March 18th – May 3
    - 2020: March 23 – May 8

- *REMINDER - Online Technology Q & A Sessions -Registration links below!*
  - DRC will be hosting two more online technology Q & A sessions to ensure that districts are ready for the 2017 administration of the Forward Exam.
    - February 15, 1:00pm - 2:30pm [Register Here](#)
    - March 15, 1:00pm - 2:30pm [Register Here](#)
  - Reminder - A DTC training was held in October 2016. Please make sure you have reviewed the training before registering for the Q & A. The recorded version is available on our [website.](#)

- *REMINDER - Forward Exam Accessibility Guide*
  - The 2017 Accessibility Guide is now available on the [Forward Exam Accommodations and Supports Webpage](#).

- *REMINDER - Student Information System (SIS) and Student Data Updates*
  - School districts should make sure that their local student information system (SIS) is up-to-date on **February 1**, and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.
  - In order to make uploading accommodations easier for districts, DPI and DRC have developed the following timeline:

February 2	DPI creates a student demographic data file from data submitted by districts through WISEdata.
February 6 - February 17	DRC prepares downloadable files for each district. Files will be delivered through eDIRECT in multiple student upload (MSU) layout and can be edited to add accommodations and correct demographic data errors.
February 20 - March 5	Window for districts to upload student accommodations (and any other student info changes) to eDIRECT via MSU. • Users can upload an unlimited number of files. Files are processed in the order they are received. New files will overwrite older files. • Once the file is uploaded and accepted, users will be able to see the updated student information in eDIRECT. • If a user includes accommodations that don't apply to the content area/grade level, those will be ignored and will not cause the file to be rejected. • During this time, users will not be able to create or edit test sessions.

March 6 - March 10	DRC will assign test sessions during this time. Test setup functions in eDIRECT will be unavailable to districts.
March 13 - May 5	Field can access test setup. ● Test sessions can be accessed and modified, if needed/desired. ● Students can be transferred among districts. ● Any changes to accommodations must be made via the eDIRECT user interface (UI). (Accommodations changes cannot be made via the MSU file **after** March 5) ● Districts/schools are responsible for adding new students to 'test sessions for new students' added via the UI. DRC will automatically add students to test sessions if the students are added via the MSU.

ACT HIGH SCHOOL ASSESSMENTS

Aspire Early High School
- *NEW - TestNav 8.8 Upgrade*
  - TestNav is the platform used for the Aspire Early High School assessment, which is computer-based.
  - As of 1/27, TestNav has been upgraded to version 8.8. Schools will need to use version 8.8 for spring statewide Aspire testing.
  - See the TestNav 8 Online Support page for details on upgrading to 8.8.
  - **If your Technology Coordinator has not updated the TestNav app since last Spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8.** If they have completed the upgrade in mid-summer then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application

- *NEW - Technology Readiness Webinar*
  - Please encourage test coordinators and technology coordinators to register for the Aspire Technology Readiness Webinar on Feb 22, 2pm. Register here.
  - The Aspire Test Administration Webinar will be on Mar 30 at 10am.

ACT with writing and ACT WorkKeys
- *NEW - Resources for School Staff Training Session*
  - Training Session Outline and Topics for Discussion can be found on pages 66-68 of the ACT Test Administration Training Manual.
  - Test Day Preparation/Test Administration Training Videos are linked on ACT and DPI sites under "training".
  - To educate your test staff on the value and usage of the ACT and WorkKeys assessments, several videos are highlighted on the DPI ACT Trainings Webpage under "Additional Trainings for Educators"

- *NEW - Additional Orders Window is now open for Feb 28/Mar 1 initial test dates*
  - To place an order for additional test materials for the initial test date using PearsonAccess[next], follow the instructions in the *Ordering Additional Materials Guide*.
  - See email from ACT sent on 1/30 for details.

- Deadline to order additional materials for the initial test dates (Feb 28/Mar1) is Feb 22.
- Ordering windows for make up and emergency test dates are in the [ACT/WK Schedule of Events](#).

- *REMINDER - Online Practice Test for ACT*
  - *[Preparing for the ACT Test Taken Online](#)* is a free guide that provides instructions for taking online practice tests.
  - The online practice test for ACT was released 1/24 via an email to test coordinators.
  - This is a full length test that provides a raw score.
  - Students do not need to take the online practice test all in one sitting.
  - It is administered online via TestNav, the application used for Aspire test administration.
  - More information on free practice materials can be found [here](#).

- *REMINDER - 11th grade students taking DLM*
  - If an 11th grader is taking the alternate assessment (DLM), leave the student information in PearsonAccessNext.
  - After testing is complete, test coordinators indicate the student took the alternate assessment by entering ALT for **State Use Question #5** in PearsonAccessNext.
  - For ACT, State Use Question #5 is where information is collected about students who do not test. See instructions starting on page 2 of [WI State and District ACT Testing Supplement](#).
  - For WorkKeys, State Use Question #1 is where information is collected about students who do not test. See instructions in the [WI State and District Testing Supplement for WorkKeys](#).

- *REMINDER - Test Administration Q&A Training Webinar #2 this Thursday, 2/2 at 10am*
  - This webinar will cover different content from the first test administration webinar. There will be time for Q&A.
  - Register [here](#).

- *REMINDER - Window for Accommodations Late Consideration is now open*
  - Applicable only to newly enrolled students, newly classified juniors, newly identified disabilities, previously approved ACT accommodations, medical emergencies or sudden onset of a medical condition.
  - See ACT Approved Accommodations [Late Consideration Form](#)

ACCESS for ELLs

- **UPCOMING DEADLINES**
  - **2/3/2017** - Last day to order Additional Materials
  - **2/10/2017** - Last day of testing
  - **2/17/2017** - All materials due back at DRC

Dynamic Learning Maps (DLM)

- **NEW**- There will be a webinar held on February 15 from 2-3pm entitled "*Who are Students with the Most SIgnificant Cognitive Disabilities*?" Please hold this time on your calendars and watch for additional information coming soon.

- ***REMINDER-*** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.

- ***REMINDER-*** **DLM Uploads-Users, Enrollments, and Rosters**
  - Districts should be uploading new users, enrollments (student data) and creating rosters. The [Data Management Manual](#) describes these processes. DLM has also created short tutorial videos found by topic on the [District Staff Training Resource](#) page.
    - **Users**-All test administrators must have an Educator Portal account and assigned the role of 'teacher.' This is the only role that will enroll test administrators into Moodle and provide test tickets once the window opens.
    - **Enrollment-** Districts are required to load DLM student information into Educator Portal through either the manual process or by using the Enrollment Template found on the [DLM Website](#)**.**
    - **Rosters-** Districts must create rosters for each test administrator and for each content area assessed by that teacher. As a reminder, DLM assesses ELA and Math in grades 3-11, Science in grades 4 and 8-11 and Social Studies in grades 4, 8 and 10.
      - Rosters connect test administrators to students.Test administrators will not be able to access the Accessibility Profile or the First Contact Survey until they have been rostered to a student.
      - Students can only be placed on one roster per content area.

- ***REMINDER-*** **Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
  - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads**. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.**

- ***REMINDER-*** **Required Test Administration Training- Moodle Accounts-** There have been many recent questions about Moodle accounts, we are including these reminders from September. Please remember to gain access to Moodle *prior* to attending a regional training as well as open the certificate of completion once training has been completed.
  - Test administrators are automatically assigned a [Moodle](#) account if they are assigned the 'teacher' role in educator portal. Test administrators do not receive an activation email for Moodle. Test Administrators should refer to the [Guide to DLM Required Test Administrator Training](#).
    - **New Test Administrators-** Test administrators who have not completed any DLM training must complete the new user training and pass the quiz. These modules take about 2.5 hours to complete.
    - **Returning Test Administrators-** Test administrators who have previously completed the required training, must complete the refresher training, including science, and pass the quiz. These modules take about 45 minutes to complete.
    - **Facilitators**- All DACs have been loaded in Moodle as a 'Facilitator'. This allows you access to the facilitated version of the new test administrator trainings, please see the [Facilitator Guide to DLM Required Test Administrator Training](#) for more information. Those with the District Test Coordinator role in Educator Portal, can request additional facilitators to be loaded into Moodle by emailing [Kristen Burton.](#)

National Assessment of Educational Progress (NAEP) *Selected Schools Only*

- *NEW* - **The NAEP test window is now open!**
  - Angela Dugas, the NAEP State Coordinator, will be observing NAEP testing around the state during the test window. She will contact NAEP School Coordinators, Principals, and DACs in advance of the observation. The observations are a NAEP quality assurance task; observations are of the NAEP procedures and protocols only, and not of students or schools.

DAC DIGEST DIGESTIBLES

Important Dates to Remember

February	1-28: NAEP assessment window (Jan 30 - Mar 10)	NAEP
	2: Test Administration Training Webinar #2 (different content from #1) Register here	ACT/WK
	3: Last day to order Additional Materials	ACCESS
	10: Test window closes; Return all materials	ACCESS
	Week of 2/6 or 2/13: Test coordinator receives initial shipment of nonsecure and secure materials depending on dates selected in PearsonAccessNext.	ACT/WK
	13-27: Window for schools to conduct pretest sessions for ACT and conduct room supervisor and proctor training.	ACT/WK
	17: Deadline for all materials to be received by DRC	ACCESS
	22: Deadline to submit additional orders for test materials	ACT/WK
	22: Aspire Technology Readiness Training Webinar, 2pm Register here	Aspire
	24: Deadline to complete required test administration training and security agreement before spring window before spring window	DLM
	24: Deadline to mark 'Braille' in student PNP for spring window	DLM
	24: Deadline to submit accommodations late consideration requests	ACT
	28: Initial test date for ACT	ACT

Important Tasks to Remember

❏ Review and/or share information from 10/12 DTC training (recording available here) ❏ Register for 2017 DAC trainings (refer to email sent on 11/28 for registration details)	Forward
❏ Share TestNav upgrade information with technology coordinators. ❏ Remind test coordinators of the deadlines listed above. ❏ Encourage test coordinators to register for the ACT Test Administration Training Webinar. ❏ Encourage Technology Coordinators to register for Aspire Technology Readiness Webinar.	ACT High School Assessments
❏ Ship back full boxes of completed test materials ❏ Review Data Validation modules ❏ Plan for Data Validation March 7-15	ACCESS

❏ Update secure browser for DLM KITE Client ❏ Add new users to Educator Portal ❏ Encourage test administrators to complete the required test administrator training as early as possible ❏ Print and distribute DLM Individual Student Reports (ISRs)	DLM
❏ Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ	Reading Readiness

Online Resource Highlights*		
As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.		
Resource	**Description**	**Assessment**
Technology User Guide	This user guide describes how to configure, install, manage, and troubleshoot DRC INSIGHT	Forward
DTC Training	Recorded District Technology Coordinator Training	Forward
District and Assessment Coordinator Guide	This guide provides District and School Assessment Coordinators in preparing for the Spring 2017 Forward Exam	Forward
Preparing for the ACT Test Taken Online	Link to online ACT practice test	ACT/WorkKeys
Ordering Additional Materials Guide	See email from ACT sent to test coordinators on 1/30 for more details on placing additional orders.	
Accommodations Late Consideration Form	Form to submit late consideration for ACT approved accommodations	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	
DLM Data & Results resources	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
OSA Office Hours Webinar - **11/3 recording now posted**	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA